

1 September 1966

MEMORANDUM FOR THE RECORD

SUBJECT: NARS Agency RMO Meeting

1. Government Correspondence manual is being revised as of now - Carl Uhlig, Room 603, National Archives is key man on #34425. He wants suggestions.
2. Herb Angel reported he had received about 80% of all Agency biennial reports of records holdings. Herb forecasts about a 300,000 cubic feet increase over last year.

He reported the file cabinet moratorium still in effect and gave the following figures for month of July.

July 1966 - 3691 units
July 1965 - 2600 units
July 1964 - 9000 units
July 1963 - 10,000 units

The increase in July 1966 he attributes to emergency activity in Defense Department, OEO, etc.

Herb expects to start shelving in Suitland Records Center by November 1966 and estimates completion of total move about 15 months from that date.

Herb called attention to the reorganization of the two St. Louis Records Centers that are now designated the National Personnel Records Center. This Center no longer reports to the Regional Director -- it is now administered by Central Office.

Allredge urged all RMO's to get behind the ticket sale for the Awards banquet. The group asked Ed. Johnson to have American Management Society announce award winners earlier than last year.

Ed. Johnson announced that Records Management programs of 6 Agencies will be evaluated this FY including Air Force and FAA.

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cc: Records Center

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